**Department of State- Global Affairs**

**Program Office:**              Office to Monitor and Combat Trafficking in
                                 Persons - International Programs
**Funding Opportunity Title:**   International Programs to Combat Human
                                 Trafficking
**Announcement Type:**           Grant or Cooperative Agreement
**Announcement Name:**           Bilateral, Regional and Global Anti-Trafficking in
                                 Persons Programs
**Funding Opportunity Number:**  GTIP-08-GR-001-GLB-112808
**Deadline for Applications:**   **January 21, 2009**

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## EXECUTIVE SUMMARY:

The Department of State's Office to Monitor and Combat Trafficking in Persons (G/TIP) is requesting proposals for projects that will improve the response to trafficking in persons outside of the United States. U.S.-based non-profit/non-governmental organizations (NGO), public international organizations (PIO), foreign NGOs, and universities are encouraged to submit proposals for anti-trafficking programs to be conducted in a single country abroad, within a region, or in more than one region. G/TIP anticipates having approximately $17 million available to award multiple grants of up to $500,000 per project. Given the limited funding available, G/TIP has identified 44 priority countries for this solicitation; proposals that are designed to address human trafficking issues in these countries are especially encouraged. Applicants are urged to review the country-specific recommendations listed in the country narratives of the 2008 Trafficking in Persons (TIP) Report as guidance for anti-trafficking programming under this announcement. G/TIP recognizes the important role of civil society leadership in combating human trafficking and thus encourages partnerships between U.S.-based NGOs and local NGOs abroad that have a significant role in improving the response to this crime. G/TIP expects to fund bilateral projects that focus on anti-trafficking

programming in one country as well as a limited number of projects that address regional trafficking problems or aspects of trafficking that are more global in nature.

## FUNDING OPPORTUNITY DESCRIPTION

The Department of State's Office to Monitor and Combat Trafficking in Persons (G/TIP) is pleased to announce an open competition for assistance awards through this Request for Proposals (RFP). G/TIP is requesting proposals for projects that will improve the response to trafficking in persons outside of the United States.

BACKGROUND
The Trafficking Victims Protection Act of 2000 (P.L. 106-386) (TVPA), as amended, provides the United States Government (USG) the tools necessary to address comprehensively domestic and international trafficking in persons, which is both a serious international crime and a violation of internationally-recognized human rights. The TVPA authorized the establishment of the Office to Monitor and Combat Trafficking in Persons (G/TIP) in the U.S. Department of State. The mission of G/TIP is to end human trafficking by **preventing** trafficking in persons, **protecting** trafficking victims, and **prosecuting** traffickers and others who profit from trafficking in persons – the "3 Ps." To eradicate all forms of modern-day slavery, G/TIP acts simultaneously on many fronts. G/TIP activities include:

- Supporting efforts by NGOs and PIOs to assist and protect victims around the world;
- Programming to improve the investigation and prosecution of forced labor and sex trafficking cases, and the provision of protection and assistance to victims;
- Supporting overseas education and training programs for law enforcement officers, immigration officials, border guards, military personnel, prosecutors and judges;
- Raising global awareness about the various forms of human trafficking and how it can be abolished, including through the publication of the annual Trafficking in Persons Report.
- Engaging with foreign governments and civil society to focus attention on and devote additional resources to addressing key human trafficking issues;
- Using diplomatic and foreign policy assets to encourage nations worldwide, the United Nations (UN), and multilateral institutions to work together to combat human trafficking;
- Developing partnerships with NGOs – including women's, community, and faith-based organizations – and private citizens who can provide resources and other assistance in the fight to eliminate human trafficking;
- Enlisting the private sector to adopt codes of conduct that contribute to preventing trafficking and to assist in victim reintegration and restoration; and,
- Coordinating with other USG agencies to ensure that the interagency anti-trafficking policy, planning, and grants are complementary and consistent with legislative mandates and presidential directives.

The TVPA requires that the Department of State submit an annual assessment of "severe forms of trafficking in persons" and governments' efforts to address it. The TVPA defines "severe forms of trafficking in persons" as "(a) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or (b) the recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purposes of subjection to involuntary servitude, peonage, debt bondage, or slavery." "Sex trafficking" is defined as "the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act."

The State Department's annual Trafficking in Persons Report (TIP Report), published in June each year since 2001, carries with it the possibility of sanctions for governments that do not fully comply with the minimum standards, as mandated by the TVPA, and are not making significant efforts to do so. This report is an important diplomatic tool in the Department's dialogue with other governments and also serves as the guide for U.S. foreign assistance to governments and NGOs in countries working to eradicate trafficking. The 2008 TIP Report, available at http://www.state.gov/g/tip/rls/tiprpt/2008/, included 170 countries and country-specific recommendations are listed in the country narratives for the 153 countries given a Tier ranking.

## AWARD INFORMATION AND G/TIP 2009 FUNDING PRIORITIES

Pending the appropriation of funds, G/TIP anticipates having approximately $17 million available to award multiple grants and cooperative agreements of up to $500,000 for up to 36 months. Depending upon its focus, a proposal may be:

- A Bilateral Proposal (proposes to work in one country);
- A Regional Proposal (proposes to work in more than one country in a region); or
- A Global Proposal (proposes to work in countries in more than one region or on global issues in human trafficking).

(For a U.S Department of State listing of countries by region, please see www.state.gov/countries/.)

G/TIP prioritizes funding to countries ranked as Tier 3, Tier 2 Watch List, and in some cases, Tier 2. G/TIP is most interested in funding proposals in countries where governments have the political will to improve the response to trafficking, but lack the economic resources to address the problem.

Given the limited funding available through this solicitation G/TIP reviewed ongoing USG support for anti-trafficking programs and identified 44 countries that will be given priority for funding in 2009. All are ranked as Tier 3, on the Tier 2 Watch List, Tier 2, or listed as Special Cases in the 2008 TIP Report. Interested applicants should be aware that G/TIP is most likely to fund proposals that target a priority country listed below and that

are responsive to the country-specific recommendations listed in the 2008 TIP Report. G/TIP also expects to fund a limited number of projects that address regional trafficking problems or problems that affect more than one region.

Under limited circumstances, G/TIP may fund projects in countries that are not listed below. These may include proposals that exhibit innovative programming, address special country circumstances, or that serve as special models for replication in other countries.

**The countries selected for priority funding consideration in this solicitation are**:

AFRICA REGION:
Burundi
Chad
Congo (DRC)
Cote D'Ivoire
Gambia
Ghana
Guinea
Guinea-Bissau
Mozambique
Namibia
Niger
Rwanda
Sudan
Zambia

EAST ASIA/PACIFIC REGION
Cambodia
Fiji
Indonesia
Laos
Mongolia
Papua New Guinea
Solomon Islands
Thailand

EUROPEAN REGION
Albania
Moldova
Montenegro

NEAR EAST REGION
Egypt
Jordan
Iraq

SOUTH AND CENTRAL ASIAN REGION
Afghanistan

Bangladesh
India
Kyrgyz Republic
Nepal
Pakistan
Sri Lanka

WESTERN HEMISPHERE
Brazil
Costa Rica
Dominican Republic
Guatemala
Guyana
Haiti
Honduras
Mexico
Peru

**The anticipated allocation of funds for both *bilateral and regional projects in each region* and *global projects* is shown below:**

- **Africa** – Approximately $4,000,000
- **East Asia and Pacific** – Approximately $3,500,000
- **Europe** – Approximately $1,250,000
- **Near East** – Approximately $1,250,000
- **South and Central Asia** – Approximately $3,500,000
- **Western Hemisphere** – Approximately $2,500,000
- **Multi-regional or Global** – Approximately $1,000,000

The following are examples of the types of programs G/TIP seeks to fund through this solicitation:

- Partnerships between U.S. NGOs and local NGOs abroad to promote capacity-building, mentoring, and collaboration on anti-TIP programming and advocacy;
- Development, enhancement, or expansion of comprehensive services for adult and child victims of sex trafficking and forced labor;
- Development of enhanced cooperation among law enforcement, labor inspectors, prosecutors, and social service agencies in preventing and responding to labor trafficking;
- Implementation of victim-centered policies and procedures for law enforcement, prosecutors, and courts that handle trafficking cases;
- Implementation of programs to prevent military and civilian personnel from participating in sexual exploitation and human trafficking while serving abroad as members of peacekeeping units and for effective response when peacekeepers are accused of human trafficking;
- Technical assistance to improve anti-trafficking legislation;

- Action-oriented research that enables policy makers and practitioners to focus limited anti-TIP resources more effectively;
- Implementation of activities to combat child sex tourism and to foster the identification and prosecution of individuals who facilitate and engage in this form of exploitation; and,
- Activities of multilateral organizations to develop and implement strategies or action plans that promote cooperation and effective responses among criminal justice, labor, and social service agencies in source, transit, and destination countries.

G/TIP is especially interested in proposals that emphasize program sustainability over the longer-term, which may be achieved by multi-year projects, strong implementation plans, partnerships with local NGOs, and/or the diversification of funding sources to maintain programmatic activity.

For information on the USG's international anti-trafficking efforts (annual Trafficking in Persons Reports and previously-funded USG projects) please go to: http://www.state.gov/g/tip/.

## ELIGIBILITY REQUIREMENTS

G/TIP invites U.S.-based NGOs, PIOs, foreign NGOs, and universities to submit proposals for anti-trafficking programs to be conducted in a single country abroad, within a region, in more than one region, or on global TIP issues. For profit organizations are eligible to apply. Some projects may be accomplished by USG implementers through Interagency Agreement.

G/TIP recognizes the important role of civil society leadership in combating human trafficking and thus encourages U.S.-based NGOs partnerships with NGOs abroad that have a significant role in improving the response to human trafficking. Community, women's, and faith-based NGOs are encouraged to apply.

The Department encourages organizations that have not previously received international program funding from the USG to apply under this announcement. Applicants must have demonstrated experience in trafficking in persons programming or programming in related areas such as violence against women and children, victims' rights, victim assistance, law enforcement training, legal advocacy for victims, and human rights.

Organizations are permitted to submit multiple proposals, but all should be aware that G/TIP will work to provide funding opportunities to a wide range of qualified, capable organizations that do well in the competitive review.

Applicants are not required to include funding from other donors in project proposals. However, applications that include additional in-kind and/or cash contributions from non-USG sources will be more competitive, since cost-sharing demonstrates cost effectiveness and a broader commitment to the planned project activities.

Applicants are encouraged to be knowledgeable of existing programs in the proposed country/region, including those funded by the USG, in order to ensure that proposals reflect work that will not duplicate others' efforts. Applicants should also be familiar with and seek to tailor their proposals to the country-specific issues described in the 2008 TIP Report.

## APPLICATION SUBMISSION INFORMATION

**Award Period:** 12-36 months

**Award Amount:** G/TIP anticipates having approximately $17 million is available for this grant program. Multiple awards will be granted, with a maximum award of $500,000 per program. This is a maximum award amount; some projects will be awarded at lower levels. Applicants should request an amount that is tailored to the scope of work and project duration.

**Application Submission Process:** <u>**All proposal submissions are due by January 21, 2009, 11:59 p.m. Eastern Standard Time.**</u>

- **All U.S. organizations *must* submit proposals to [www.grants.gov](www.grants.gov)**

- **PIOs and foreign NGOs are encouraged to submit proposals to [www.grants.gov](www.grants.gov), but may submit proposals electronically to [GTIP2009Proposals@state.gov](mailto:GTIP2009Proposals@state.gov)**

**Important note to all applicants** – when submitting the application to [www.grants.gov,](www.grants.gov) the applicant will be asked to choose between two Competition Identifiers. One Identifier is for Bilateral Proposals (proposals that focus work in one country). The other Identifier is for Regional and Global Proposals (proposals that focus work in more than one country). The application package for both types of proposals is the same.

- The Competition Identifier for Bilateral Programs is: 0001

- The Competition Identifier for Regional and Global Programs is: 0002

**Grants.gov Registration Process**: All applicants who submit their proposals through [www.grants.gov](www.grants.gov) must register with the website *prior* to submitting an application. For step-by-step registration instructions, user guide, and checklist, go to [http://www07.grants.gov/applicants/organization_registration.jsp](http://www07.grants.gov/applicants/organization_registration.jsp). **Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process <u>immediately</u> to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for proposal submission.

Applicants who are unable to submit via Grants.gov due to technical difficulties should contact the Grants.gov Help Desk at 1-800-518-4726 or support@grants.gov at least one week prior to deadline to secure a trouble ticket.  Once submitted, Grants.gov will send applicants email notice of the receipt of proposal documents.  If correctly and completely submitted, an additional notification "validating" receipt or rejecting (with errors noted) of the proposal will be emailed to the applicant.  Once a proposal is downloaded by G/TIP, an applicant will receive a final notification of receipt from Grants.gov.

## APPLICATION TECHNICAL REVIEW, APPLICATION CONTENT, AND AWARD SELECTION CRITERIA

Applicants must follow the RFP instructions and conditions contained herein and supply all information required.  The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

**Technical Review:**

The purpose of the technical review is to ensure that all applicants have an equal opportunity to present information for competitive review, thus resulting in a fair evaluation of all proposals.

**Prior to being read, each proposal will be screened to determine if it meets the Technical Review Screening requirements.  Any proposal that fails to comply with the stated technical requirements will be disqualified from the competition PRIOR to content review.**

**Technical Review Screening Requirements**:
- Proposals must be received by the deadline published in this announcement.
- Proposal Narrative, including any charts or tables in the narrative section, (Sections 2 through 6 of the application content below)
    - must not exceed 6 pages,
    - must be in 12-point, Times New Roman font, and
    - must be submitted in English.

- Budget information (Line-Item and Budget Narrative described in Section 7 of the application content below)
    - must not exceed 5 pages, and,
    - budget figures must be shown in U.S. dollars.

**Application Content:**  Applicants are asked to submit proposals in accordance with the Application Content outline below.  The application content components and evaluation criteria serve as a standard against which all proposals will be reviewed and evaluated. This content format aids reviewers in the identification of significant matters that should be addressed in all proposals.  The USG will award grants to applicants whose offers represent the best value to the USG based on the review and evaluation of the application content listed below.

**Application Content:**

**Section 1 - Required Standard Forms**
Each application must include the following forms:  SF-424, SF-424a, and SF-424b.
These forms, and the instructions for their completion, can be found at www.grants.gov/.
Note regarding the **SF-424** form**:**
- In **Box # 14**, Applicants must list the country or countries in which the project
  activities will take place.  For multi-regional and global projects, enter the word
  **Global**.
- In **Box # 8.b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the
  Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the
  Internal Revenue Service. **If your organization is not in the US, enter 44-4444444.**

*(Sections 2 through 6 below must not exceed 6 pages)*
**Section 2 – Key Information and Brief Project Summary:**
The application must list the following key information at the beginning of the proposal
narrative:
- Country or countries where the project will be conducted,
- Project title,
- Name of applicant organization,
- Name of point of contact for the application, and,
- Email address for the point of contact.

This information should be followed by a brief summary of the project that should not
exceed 250 words and should include a discussion of the overall purpose, activities, and
expected results of the proposed project.

**Section 3 - Project Statement:**
The project statement should describe the need for the program to address a key
trafficking problem in the target area.  Corroboration of the problem should be presented,
including available qualitative and quantitative information such as recent research
studies and baseline statistics relevant to the proposed project.  To the extent possible, the
proposal should describe how the proposed activity complements existing efforts in the
country, fills a programmatic gap in the area, and does not duplicate other programs,
including those currently funded by the USG.  In general**,** this section should identify the
importance and relevance of the applicant's proposal to the broader U.S. policy
objectives on trafficking, as well as relevance to the funding priorities described in this
solicitation.

**Section 4 – Project Goals, Objectives, and Performance Indicators:**
Project activities should address a key human trafficking issue or issues in the targeted
area and applicants should specify appropriate goals and objectives to address the
identified problem.  The proposed goals and objectives should be clearly linked to the
intended achievement of measurable and specific performance indicators. Well-written
goals, objectives, and indicators facilitate evaluation of program effectiveness and
provide a clear guide for program implementation.  Applicants should also specify

quantifiable output and outcome performance indicators for each objective. Reporting or developing baseline statistics for use in measuring program effectiveness is encouraged.

*G/TIP is aware that there are many definitions for the key terms used in project planning and implementation. For consistency, G/TIP asks that applicants use the terms goal, objective, and indicator as follows.* A goal is a general statement of what the applicant intends to do, while objectives define the tasks to be accomplished and that contribute to achieving the goal. Objectives, unlike goals, are detailed and must contain clear statements of the changes expected as a result of the program. Objectives should be SMART – Specific, Measurable, Attainable, Realistic, and Timeframed. Performance indicators are specific results that a project intends to achieve. Output indicators are products and services delivered directly by the program activities. Outcome indicators represent specific results that a project achieves, and are usually measured as a change from a baseline established before the program is implemented.

**Section 5 – Implementation and Sustainability:**
The implementation plan should provide sufficient detail as to how goals and objectives will be achieved. The implementation plan should also specify a general timeline for completion of project activities. Roles of key personnel or partner organizations, rationale for locations where activities will be performed, and evidence of local support for the proposed activities should be provided. Long-term sustainability of project activities and outcomes lasting after funding is completed is important in measuring effectiveness. This section should demonstrate the potential capability of the proposed project to build capacity in the target area or within the target audience, create sustainable results, and/or garner other donor support.

**Section 6 - Organizational Capability and Experience:**
Applications should include a clear description of the applicant's previous programming experience in the field of human trafficking. This section should also identify any local partners involved in the project, and provide a brief description of their experience and capacity. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives.

**Section 7 – Budget (This section must not exceed 5 pages.)**
The budget must specify the total amount of funding requested in U.S. dollars and should be presented in both of the two formats described in detail below: A) Line-Item Budget and B) Budget Narrative. Each are described below:

**A) Line-Item Budget** breakdown or spreadsheet showing costs in each of the budget categories listed below. A line-item budget with detailed calculations must show estimation methods, quantities, unit costs, and other similar detail. The budget spreadsheet may be presented in a font smaller than 12 point; but must not be smaller than 8 point font.

Personnel - For each staff person, provide information such as job title, time commitment to the project as a percentage of full-time equivalent, annual salary (or wage rate), and salary from grant funds.

Fringe Benefits - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs for employees, including health insurance, FICA, retirement insurance, and taxes. State fringe benefit costs separately from salary costs and explain how benefits are computed for each category of employee.

Travel - Identify staff and participant travel, including international airfare, in-country travel, domestic travel in the U.S., and *per diem*/maintenance (includes lodging, meals, and incidentals for both participant and staff travel). Please note that rates of maximum allowance for U.S. and foreign travel are available at www.policyworks.gov. *Per diem* rates may not exceed the published USG allowance rates, but applicants do have the option of using lower *per diem* rates.

Equipment - For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, and the total cost. Equipment is defined as tangible property having a useful life of more than one year, and an acquisition cost of $5,000 or more.

Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies.

Contractual - Provide the costs of all contracts for services and goods, except for those that belong under other categories (such as equipment, supplies, construction, etc.). For each sub-grant/contract, provide a detailed line-item breakdown explaining specific costs and services. If consultants will be used in the grant, provide all costs related to their activities, including travel and *per diem* costs.

Other Direct Costs - (These will vary depending on the nature of the grant.) - Provide computations for all other costs. These costs, where applicable and appropriate, may include but are not limited to insurance, food, professional services, space and equipment rentals, stipends, telephone and electricity.

Indirect Charges - This category may be used only when the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) negotiated with the U.S. Government.

**B) Budget Narrative** briefly explains each line-item to sufficiently justify each identified cost. The budget narrative should include a justification for how the cost in each category is derived. The budget narrative must be presented in 12 point font.

Personnel - Identify staffing requirements by each position title with a brief description of duties, including work locations, and other justifications for these costs as they relate to the project.

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<u>Fringe Benefits</u> - Provide an explanation of fringe costs and how they are calculated.

<u>Travel</u> - Provide a description of travel costs, including the purpose of the travel and how the travel relates to the project.

<u>Equipment</u> - Provide justification for any equipment purchase/rental, including computers and related hardware, and their planned use for the project.

<u>Supplies</u> - Specifically describe general categories of supplies and their direct use for the project.

<u>Contractual</u> - Describe each contractual or consultant cost, and outline the necessity of each for the project.

<u>Other Direct Costs</u> - Provide a narrative description and a justification for each cost under this category and describe how the costs specifically relate to this project.

<u>Indirect Charges</u> - Detail the cost rate and include a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) as an addendum to the budget. (Copy of NICRA will not be counted in page limit.)

The Department of State must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the line-item and narrative budgets to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by OMB Circular A-122 (for non-profit organizations) or A-21 (for educational institutions), and if the costs are consistent with the program narrative. Costs shall be evaluated for realism, control practices, and efficiency. Emphasis will be placed on the cost-effectiveness of the proposal. The overhead and administrative components of the proposal, including salaries and fringe benefits, should be kept as low as possible. All other items should be necessary and appropriate, and U.S.-based project costs should be kept to a minimum. Cost-sharing is strongly encouraged, but not required.

**Section 8 – Letter of Intent for Proposals Involving NGO Partners**:
G/TIP recognizes the important role of civil society leadership in combating human trafficking and thus encourages partnerships between U.S.-based NGOs and foreign NGOs that may significantly improve the response to human trafficking. If the proposed project includes a partnership with a local NGO abroad, applicants should submit a letter of intent in English from the foreign NGO that indicates their willingness to form a partnership for the purposes of the project. If applicants plan to have multiple local partners, letters should be included for each partner. **The individual letters should not exceed 1 page in length and must be in English**. Section 8 is exempted from the stated proposal page limits.

**Note**: If a U.S. NGO applicant wishes to be funded as described below under **"US-NGO Partnerships with Foreign Local NGO,"** the applicant *must* submit a Letter of Intent and *must* include a sub-grant to the foreign NGO in the proposal and budget.

<u>**Application Evaluation Criteria:**</u>

**Competitive grant review panels will consider the following evaluation criteria in rating proposals.**

*-- Quality of Project Idea (10 points)*
The proposal should be responsive to the solicitation and exhibit creativity, substance, precision, and relevance to G/TIP's mission. The proposal should also be responsive to country-based needs identified in the TIP Report or identified regional/global needs. The project should address those needs and complement existing efforts in the country or region, or otherwise represent a unique project that merits funding.

*-- Program Goals/Objectives (20 points)*
The proposal should address a key human trafficking issue or issues and should specify appropriate goals and objectives to address these. The proposal should demonstrate a logical approach and present project goals and objectives that are measurable and achievable during the project period.

*-- Sustainability/Multiplier Effect (10 points)*
Proposed projects should address long-term program building with an emphasis on moving towards sustainability and garnering other donor support. The project's potential long-term impact, strengthening of TIP response in-country, and expansion of core competencies is important.

*-- Measuring Program Effectiveness (10 points)*
Key performance indicators should be realistic, quantifiable, and support assessment of project effectiveness.

*-- Organizational Capability and Record of Performance (10 points)*
G/TIP will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and organizational resources should be adequate and appropriate to achieve the project's goals. Roles and responsibilities of primary staff should be provided. A clear, strong knowledge of TIP issues must be demonstrated.

*-- Budget Detail and Quality (10 points)*
The presentation of each line-item and corresponding budget narrative should demonstrate that the organization's programmatic efforts will be consistent with sound financial management practices. The line-item budget and budget narrative should enable G/TIP reviewers to clearly identify each cost and understand how costs were calculated.

*-- Cost Effectiveness (10 points)*
The overhead and administrative components of the proposal should be kept as low as possible, and all other items should be necessary and appropriate to the execution of the project.  Cost sharing is considered beneficial and demonstrates support beyond the grant funds.

*-- US-NGO Partnerships with Foreign Local NGOs – Points May Only Be Applied to US-based NGO Partnership Proposals (10 points)***:**
Proposals submitted by U.S.-based NGOs are eligible for 10 additional points in the review.  Two criteria should be present in the application for points to be awarded:  1) the US-NGO applicant must submit a "Letter of Intent" in English from a local, in-country organization willing to form a partnership for the purposes of project implementation; and 2) the proposal must include at least one sub-grant to the local organization in the target country as part of the partnership.

## PROPOSAL REVIEW PROCESS

All applications will undergo a Technical Review (see the "Technical Review Requirements" stated earlier for more details).  **Applications not meeting the technical review requirements will *not* be considered for funding.**

Following the technical review, G/TIP will consult with appropriate the U.S. Embassies regarding Bilateral and Regional proposals and will convene competitive review panels.  Applications will also be considered within the context of G/TIP Funding Priorities (see the "Award Information and G/TIP 2009 Funding Priorities" section included earlier for more details).

The panel results will be reviewed by the G/TIP Director, who will consider bilateral, regional, and global factors before making final recommendations.  These recommendations will be forwarded to the Director of Foreign Assistance and the United States Congress; final approval must be obtained before each grant, cooperative agreement, or Interagency Agreement is awarded.

Consistent with the federal grant regulations, the USG reserves the right to prioritize its funds to combat trafficking for those organizations working on key USG objectives (whether in the areas of prevention, victim protection and assistance, or prosecution).  Additionally, these organizations must be supportive, in policy and programs, of USG policies on combating trafficking in persons.

## AWARD ADMINISTRATION INFORMATION

**Award Notices:**  The grant award or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer.  The Grants Officer is the government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements.  The assistance award agreement is the authorizing document and it will be provided to the Recipient through

either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

**Anticipated Time to Award:** Applicants should expect to be notified of the recommended and not recommended status of proposals approximately six (6) months after the submission deadline. Following this initial notification, **selected applicants will be expected to provide additional information as requested prior to the award of a grant**. This additional information will not be subject to further competition, but must incorporate any suggested changes made by G/TIP, such as revisions to the project's proposed activities. The Department reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

G/TIP will work to award grant funds to successful applicants by September. Some projects may be awarded later due to the extensive approval process that must precede the award of grants, including Congressional notification.

**Reporting and Policy Requirements:** Applicants selected for an award must meet the following reporting and policy requirements:

- **Reporting Requirements**: Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Generally progress reports should be submitted via electronic mail to an address to be provided in the award. Access to funds may be suspended if reports are late or incomplete.
- **Grant Monitoring**: G/TIP places emphasis on monitoring and evaluation of all funded projects. Grantees should expect to have their programs visited and reviewed by a grant program officer. On-site reviews include assessment of program and administrative effectiveness.

**USG Anti-Prostitution Policy**
The U.S. Government (USG) is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this grant may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

- **Policy Requirements**: Grantees are required to agree to the following special conditions prior to a grant being awarded:
    - "The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available

herein may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to combat trafficking in persons, including programs for prevention, protection of victims, and prosecution of traffickers and others who profit from trafficking in persons, by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked. The recipient shall insert this provision in all sub-agreements under this award."

o Grantees receiving funds for programs targeting victims of severe forms of sex trafficking must agree to the following additional condition: "Recipient hereby states that it does not promote, support, or advocate the legalization or practice of prostitution and will not promote, support, or advocate the legalization or the practice of prostitution during the term of this grant. The recipient shall insert this provision in all sub-agreements under this award."

## DISCLAIMER

Issuance of this RFP does not constitute an award commitment on the part of the USG, nor does it commit the USG to pay for costs incurred in the preparation and submission of proposals. Further, the USG reserves the right to reject any or all proposals received.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the sole discretion of the Department of State.

## BIDDERS' CONFERENCE

A Bidders' Conference will be held December 4, 2008 at the Department of State in Washington, DC. This conference will provide an opportunity for interested parties to learn more about the G/TIP RFP, G/TIP programming priorities, the proposal submission/review process, and the management of grant awards to successful applicants. Participation in the conference is not required to receive G/TIP grants.

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**CONTACT INFORMATION**

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A) For assistance with the requirements of this solicitation, please contact the G/TIP office at GTIP2009Proposals@state.gov.
B) For assistance with Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
C) To register for the Bidders' Conference, please contact Christina Johnson at JohnsonCW@state.gov.
D) To review information presented at the Bidders' Conference, please see www.state.gov/g/tip after December 4, 2008.